

## APPLICATION FOR RECORDS RETENTION SCHEDULE

Date Submitted: February 19, 1988 Date Received: 1988 AUG 15 PM 2: 26  
February 24, 1988  
Agency Control #: 88-47-1 Archives Control #: 880224-02

CREATING OFFICE: Inmate Records Office  
Georgia Department of Corrections  
2 M.L.K., Jr. Drive, S.E.  
Atlanta GA 30334

APPROVED SCHEDULE NO: 74-112-A  
APPROVAL DATE: FEB 9 1989

Person to Contact: Bill Pardue, State Project Manager (404) 656-9300

Action Requested: Amend and supersede Schedule #74-112, approved April 15, 1974 (tab 1)

SERIES TITLE: INMATE PERSONNEL FILES, 1920 to date and continuing to accumulate

#### Function of

**Creating Office:** Initiate, administer, maintain, and control the official inmate personnel files on all incoming prisoners, the current prison population and the non-custody prisoners (including parolees and escapees). Classify, assign and transfer inmates within the State Correctional System and to other State and Federal agencies. Maintains a locator and cross-index system on all prisoners currently incarcerated and on all individuals with prior incarceration in the Georgia Correctional System. Maintains and compiles statistical data for various departmental, State, and Federal reports. Provides departmental mail and teletype service to State institutions and outside agencies.

#### Record Series Description:

Documents relating to: Record Copy of chronological documentation of an inmate's incarceration.

Included are: For each inmate: certified copy of the indictment, accusation, or both; a certified copy of the sentence imposed by the court, and records of actions during incarceration and upon release from prison.

Included in closed Inmate Personnel Files dated after July 1, 1982, are: Inmate Medical Records File. See Schedule #77-102A, approved May 19, 1982 (tab 3).

File is arranged: Active prison files by terminal digit of assigned inmate number

~~Active parole files by terminal digit of assigned inmate number PER 1/31/89~~

Closed (inactive) files by date of discharge and thereunder alphabetically by inmate name.

File is indexed by(attach copy of index page or printout):

File is duplicated: In part in Institutional Inmate Case History File, Schedule #74-42A, approved May 4, 1981, (tab 4) and Closed Felony Misdemeanor Case Files, Schedule #75-78A, approved May 26, 1982 (tab 5).

Monthly reference rate(per month): Active Files 31,402 Inactive Files 408 Closed Files 10

Annual rate of accumulation of series(in cubic feet): 6 microfiche/570 paper

Current accumulation in office: 1980 cubic feet total - Active Prison Files 757 cubic feet

Active Parole Files 710 cubic feet Inactive Files 198 cubic feet Closed Files 135 cubic feet

SERIES TITLE: INMATE PERSONNEL FILES, 1920 to date and continuing to accumulate

Access

Classification: Confidential State Secrets, O.C.G.A. 42-5-36(c) (tab 2)

74-112-A  
FEB 9 1989

**Retention Requirements:** Administrative need requires keeping this record for 15 years after the maximum release date. These records are required for frequent reference in support of law enforcement agencies, various claims by former prisoners, judicial inquiries, and subsequent incarceration.

Legal requirements:

**Recommended Disposition Instructions:**

- 1) Inmate Personnel Files dated prior to 1943 - Transfer to State Archives for continuing retention
- 2) Inmate Personnel Files dated 1943 to 1969
  - Upon release of inmate, withdraw from the active file and place in the inactive file
  - Upon maximum release date, withdraw from inactive file; cut-off quarterly
  - Transfer to State Records Center, hold 15 years; then destroy EXCEPT
  - For years ending in 3 and 8, transfer JANUARY files to State Archives for continuing retention.
- 3) Inmate Personnel Files dated 1970 and subsequent
  - Upon release of inmate, withdraw from the active file; place in the inactive file
  - Upon maximum release date, withdraw from inactive file and microfilm
  - Load original camera negative into microfilm jackets
  - Verify film copy against paper file
  - Duplicate (Diaz copy) microfilm jackets
  - Retain duplicate copy in office for 15 years
  - Transfer jacketed microfilm negative to Archives for security storage, hold 15 years, then destroy EXCEPT
  - For years ending in 3 and 8, retain JANUARY files for historical purposes

NOTE. Paper records microfilmed in accordance with the State Records Committee approved Micrographic Standards may be destroyed, unless specifically prohibited by a Committee approved records retention schedule.

Agency Head/Designee	(Signature)	Date	Agency Records Management Officer	(Signature)	Date
<i>[Signature]</i>	<i>[Signature]</i>	8-3-88	<i>[Signature]</i>	<i>[Signature]</i>	6/3/88
<i>Margaret Feagin 6/3/88</i>					
APPROVED BY STATE RECORDS COMMITTEE (Signature)					Date
State Auditor/Designee: <i>[Signature]</i>					2-9-89
Secretary of State/Designee: <i>Kawant Weldon</i>					2/3/89
Governor					
ACCOUNTS GENERAL/Designee: <i>William H. Ryan</i>					2/9/89



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received	Application No.	Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address		APR - 4 1974 74-112 APR 15 1974		
State Board of Corrections Offender Administration Room 801-B, Trinity-Washington Building Atlanta, Georgia 30334		4. Person to Contact Margaret Feagin		
		5. Working Title	6. Tel. No.	
		Records Supervisor	656-3792	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1920-Date	9. Exact Series Title Inmate Personnel Records
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10. What is the function of the office in which this record series is created?

The administration and direction of the Discharge Detainer Programs for felon and misdemeanor inmates including the computation of time, production of inmates as a result of court orders and judicial actions, and the timely notification of all interested probation officials, courts and law enforcement agencies upon discharge or release of inmates.

Initiate, administer, maintain, and control the official inmate personnel files on all incoming prisoners, the current prison population and non-custody prisoners (including Parolees and Escapees). Classify, assign and transfer inmates within the State Correctional System and to other State and Federal agencies. Maintains a locator and cross index system on all currently incarcerated prisoners and all personnel with prior incarceration in the Georgia Correctional System. Maintains and compiles statistical data for various departmental, State and Federal reports. Provides departmental mail and teletype service to State institutions and outside agencies.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Each inmate record contains a chronological history of the individual inmate from indictment by the courts, record of actions during incarceration and release from prison. These records are required for frequent reference in support of law enforcement agencies, various claims, judicial quires and subsequent incarceration.

Records are retained in the Records Room, State Board of Corrections, until final disposition is determined (sentence is satisfied).

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records				
				In Office(s)	In Storage Area(s)					
Letter-size File Drawers	28' X 18"	243	FLOOR SPACE OCCUPIED (Square Feet)	75 - 100	59	2	This Year's	Last Year's	Preceding Year's	All Prior Years
Open Shelves	6 shelves									
Legal-size File Drawers										
Letteral shelf equipment										
(Remington Rand-Lektriver)	12'X 18"	50	AVERAGE DAILY REFERENCES							
	28 shelves									
Above includes letter & legal size files.										

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES- NO

13. Is this the Record Copy of the series? ☒ [ ]
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☒ [ ]
16. Does the series contain classified information requiring security handling? ☒ [ ]
17. Does the series initiate, amend or terminate agency policies and procedures?  
Ga. Code Ann. 77-307; Rules of the State Board of Corrections: 125-1-1-.05 ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☐ ☒
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☒ [ ]
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [ ]

See No. 10

24. REQUIREMENTS. The following requires the files to be kept 25 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER quarterly, then:

- ☐ Hold in the current files area        month(s)/       year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold        year(s):  
☐ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☒ Other: (Specify)

Files dated prior to 1943 -- retain in State Archives.

Files dated 1943 to 1969 -- upon release of inmate, withdraw from active file and place in inactive file. Upon expiration of maximum release date, withdraw from inactive file; cut off quarterly and transfer to State Records Center. Hold 25 years and then destroy, except that for years ending in 3 and 8 transfer the January files to Archives for permanent retention.

Files Dated subsequent to 1969 -- upon release of inmate, withdraw from active file and place in inactive file. Upon expiration of maximum release date, withdraw from inactive file; cut off quarterly and transfer to State Records Center. Hold 25 years and then destroy, except that for all even numbered years transfer the January files to Archives for permanent retention.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Richard H. Habley</i>	4/3/74		
26. Recommendations in paragraph 25 are: 74-112 STATE RECORDS COMMITTEE	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Allen Felt</i>	4-3-74
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William H. Hefner</i>	4-11-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll H. H.</i>	4-10-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>R. D. H. H.</i>	4-12-74